

# SPRING 2026 NEWSLETTER

WOODLAND LAKES TRUSTEESHIP, INC.  
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## PROPERTY OWNERS MEETING

April 11, 2026 10:00 a.m.

Woodland Lakes Community Center

*Requires 100 owners present to meet quorum*

## October 04, 2025 Property Owner's Meeting

### SUMMARY OF MINUTES

This meeting was held for the purposes of voting in new Trustees only. There were three openings for Trustees.

Oct. 4, 2025 Meeting-Trustee Election: The Meeting was called to order at 10:18 a.m. after quorum had been met.

The Pledge of Allegiance was recited.

Ballot Counters were chosen.

Trustee Candidates Mitchell Rhodes, Bruce Mayfield and Billie Woodring introduced themselves and answered questions.

April 12, 2025 property owner meeting minutes were read by Nick Carlisle. Steve Morris made a motion to accept, Cynthia Pelt seconded the motion, all in favor, meeting minutes for April 12, 2025 were approved.

The financial report was given by Matt Schrick.

The 2026 fiscal year Budget was introduced and discussed. Motion to approve the 2026 fiscal year budget was made by Betty Long and seconded by Stacey Bullock. All in favor, the 2026 fiscal year budget was approved.

The maintenance report was given by Nick Carlisle.

Matt Schrick gave the lake and fish report and indicated that lake water testing will be done in 2026.

Matt Schrick read a statement from the Health Department that confirmed that the work done on the drain field at Woodland Lake Bathhouse was installed properly and that paperwork was being completed by the contractor and the Health Department.

Matt Schrick stepped down as President and Treasurer.

There were a few property owner questions.

Meeting adjourned at 12:16 p.m.

*[Editor's note: Mitchell Rhodes, Bruce Mayfield and Billie Woodring were elected as Trustees.]*

## October 25, 2025 Property Owner's Meeting

### SUMMARY OF MINUTES

This meeting was held for the purposes of voting on amendments and the Trustee recalls.

Oct. 25, 2025 Meeting-Amendments & Trustee Recall: The Meeting was called to order at 10:25 a.m. after quorum had been met.

The Pledge of Allegiance was recited.

Ballot Counters were chosen.

There were 8 amendments proposed: 1) Article I, if passed would make any terminated employees ineligible to run for Trustee.-FAILED. 2) New Article XL, if passed would require mandatory professional review prior to termination of any employee – PASSED. 3) Article I, if passed would require Trustee candidates to be in compliance with the Trust Indenture

and the S.O.P. and remain in compliance if elected – PASSED. 4) Article I – Trustee Code of Conduct – PASSED. 5) Article I.a. – if passed would extend the current wait time of 6 years to 10 years for recalled trustees or trustees who had resigned – FAILED 6) Article XX, Return the term limits of Trustees back to two consecutive terms – PASSED 7) Article III, Lot increase per entity – FAILED. 8) Article VI Special Assessment of \$25 per entity due within 90 days for the purchase of a road grader – PASSED.

There were three (3) Trustees up for Recall. Kirk Campbell, Jayson Smith, and Nick Carlisle. All three Recalls FAILED.

Billie Woodring spoke to the owners about the need for the purchase of the road grader, the removal of handicap signs, owners being involved in decisions, the lack of audits and not being in compliance with the Trust Indenture.

Matt Schrick read a statement from the attorney regarding the Trustee recall vote.

Two property owners spoke in support of a couple of the Trustee recalls. Jayson Smith spoke in his own defense regarding his recall and played a video that represented the interactions between himself and an employee. He then spoke about the work that he has been involved in and his accomplishments.

Nick Carlisle spoke in his own defense against the accusations of inaction in his recall petition.

Meeting was adjourned at 11:18 a.m.

[Editor's note: All three Trustee recalls FAILED]

## TRUSTEE BOARD MEETINGS

2<sup>nd</sup> Saturday of each month @ 12:00 p.m.

Woodland Lakes Community Center

Upcoming April 11, 2026  
Property Owner Meeting

## TRUSTEE OPENINGS

There will be two open positions to be filled at the April Property Owners Meeting. Two 3-year terms (filling the expiring terms of Nick Carlisle and Matt Schrick). Currently signed up are Dave Heagle, Ray Duffner, and Brett Hicks.

February 10<sup>th</sup> was the deadline for candidates to sign up to run for Trustee.

## PROPOSED AMENDMENTS

The following amendments to the Trust Indenture will be submitted to the property owners for vote at the next property owner meeting. Proposed additions to existing amendments are in **bold type**, and proposed deletions are in ~~strikethrough type~~. Comments and explanations relative to the proposed amendments are enclosed in [brackets] and in *italic type*.

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Proposed by Woodland Lakes Trusteeship, Inc.

ARTICLE X  
RESTRICTIVE COVENANTS  
AMENDMENTS  
Amended 4-11,2026

1. ~~Effective October 3, 1992~~ Any and all amendments made to the Trust Indenture must be presented for a vote of the property owners present at a duly called meeting following the rules & procedures outlined in this Article X. **There shall be no more than five (5) separate Amendments considered, voted upon or adopted at any duly called meeting of the Property Owners. The Trustees shall have the first and primary right to propose amendments. Amendments proposed by the Trustees shall be presented and considered prior to any amendments proposed by Property Owners. If fewer than five (5) amendments are proposed by the Trustees for consideration at such meeting, Property Owners may propose additional amendments, provided that the total number of amendments considered at that meeting shall not exceed five (5).** Notice of amendments proposed by any property owner other than Trustees must be submitted to the Trustees a minimum of ninety (90) days in advance of any regular or special meeting.

*[This amendment will limit the number of proposed amendments per meeting to a maximum of 5, to promote efficiency, clarity, and cost control. Without a reasonable limitation, the amendment process can become administratively burdensome and financially inefficient, as required mailings expand to multiple pages devoted solely to amendment text.]*

Proposed by: Rebekah Housmann

ARTICLE I  
ORGANIZATION OF TRUSTEESHIP  
Amended 04/11/2026

2. There shall be semi-annual meetings of the lot owners at a convenient place for the transaction of such business as may properly come before said meeting, on the second Saturday in April and the first Saturday of October, beginning in the year 1987 and each year thereafter. If, however, the second Saturday of April precedes Easter Sunday, then the April meeting shall be held on the third Saturday of April. ~~Notice of the date, time and place of said meeting shall be given by insertion of a notice in the newspaper circulated in Washington County, Missouri, at least seven (7) days before the date of the meeting, or, at the election of the Trustees, notice of said meeting may be made by mailing or by emailing (with signed waiver) to each lot owner a letter setting forth the date, time and place of said semi-annual meeting. Special meetings of lot owners shall be subject to these same notice requirements. All meetings—monthly, annual, or special—as well as the semi-annual newsletter, will be announced on the <https://woodlandlakestrusteeship.com> official website and sent to each deeded property owner's email on file at least 30 days before the meeting date. Property owners are responsible for ensuring their email addresses are up to date. Failure to update their contact details may result in not receiving notifications about proposed amendments, meeting times, dates, and locations, or other relevant information communicated by the trusteeship and the board of trustees. Individuals who wish to opt out of electronic communications may do so. If a paper copy is requested to be mailed to their address on record, a fee of \$10 will be charged to the owner's assessments for each mailing.~~

IF THE FOREGOING AMENDMENT PASSES, THE FOLLOWING  
WILL ALSO BE AMENDED TO ARTICLE X, 1

1. Effective October 3, 1992 any and all amendments made to the Trust Indenture must be presented for a vote of the property owners present at a duly called meeting following the rules & procedures outlined in this Article X. Notice of amendments proposed by any property owner other than Trustees must be submitted to the Trustees a minimum of ninety (90) days in advance of any regular or special meeting. ~~Notice of amendments proposed by the Trustees and other property owners must be mailed by First Class mail or by emailing (with signed waiver) to all property owners a minimum of thirty (30) days in advance of any regular or special meeting. The exact wording, in correct legal format, of the amendments must be sent with the notice of proposed amendment.~~

*[This amendment would eliminate the printing, postage and preparation costs for the Trusteeship]*

Proposed by: Kristin Harris

ARTICLE I  
ORGANIZATION OF TRUSTEESHIP  
Amended April 11, 2026

1.b. Any individual who has been terminated for cause from paid employment with the Woodland Lakes Trusteeship shall be permanently ineligible to serve as an elected Trustee or appointed representative. "Termination for cause" shall include, but is not limited to, misconduct, violation of Trusteeship policy, dishonesty, harassment, or insubordination, as documented in employment records. Any current Trustee as of April 10, 2026, who has been terminated for cause, may complete their current elected term but shall not be eligible for any future term.

*[This amendment will disqualify previous employees terminated 'for cause' from running for or being appointed as Trustee. Current Trustees who have been terminated for cause may complete their current term and will not be eligible for future terms.]*

Proposed by: Kristin Harris

ARTICLE XXI  
Communication Channels  
Amended 10/3/92, 4/11/2026

1. To ensure transparency, accuracy, and consistency of information shared with property owners, this Article establishes the official communication channels of the Woodland Lakes Trusteeship and governs the publication of official notices, reports, and announcements.

2. The following shall constitute the primary, official communication channels of the Woodland Lakes Trusteeship and shall serve as the official record of publication for all required notices and updates:

- a. The Woodland Lakes Newsletter, distributed by mail or electronic delivery, as provided under Article X; and
- b. official mailings sent to property owners' addresses on file with the Trusteeship; and
- c. duly called Property Owner Meetings and Trustee Meetings, where matters are presented, discussed, and recorded in the official meeting minutes.

3. The following supplemental channels may be used to provide timely information and updates to property owners, provided the information published therein is consistent with that distributed through primary channels. Content published on these supplemental channels shall be considered informational only unless otherwise distributed through a primary communication channel in accordance with this Article.

- a. Trusteeship-managed websites; and
- b. Trusteeship-sanctioned email communications; and
- c. Trusteeship-sanctioned digital platforms/ community pages; and
- d. Newsletters or bulletins distributed by the Trusteeship outside of the regular publication cycle.

4. Communications, statements, or publications made through unofficial or privately managed mediums shall not be considered official communications of the Woodland Lakes Trusteeship. Trustees, trustee representatives, employees, and committee members shall refrain from representing unofficial statements, posts, or discussions as official positions of the Trusteeship.

5. All official publications authorized by the Trusteeship distributed through supplemental channels or digital pages shall be reviewed, published, and released by the Communications Committee, comprised of property owners in good standing, for accuracy and consistency before publication.

- a. Official Trustee-sanctioned publications shall clearly identify the Trusteeship as the source of communication.
- b. In instances requiring immediate publication, review and publication shall occur as outlined in the Committee's S.O.P.

6. All publications issued through official communication channels shall be retained in the Trusteeship's official records and made available for owner review upon request.

7. The communication channels established herein shall supplement, and not replace, the notice and publication requirements set forth under Article X and any other applicable provisions of this Indenture.

8. In the event of a discrepancy between content published through primary and supplemental communication channels, the record contained in primary communication channels shall prevail.

*[This amendment reinstates Article XXI (previously deleted in 1992) to formally define the official, supplemental, and unofficial communication channels of Woodland Lakes Trusteeship. Its goal is to ensure property owners receive clear, consistent, and reliable information through verified Trusteeship-managed platforms and meetings]*

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Proposed by: Kristin Harris

**ARTICLE XXXII  
Standard Operating Procedures Revisions  
4/11/2026**

1) The Trusteeship shall distribute...  
2) All modifications, revisions, or additions to the Woodland Lakes Trusteeship Standard Operating Procedure (S.O.P.) shall be presented and formally read into the meeting minutes at the next duly called Property Owner Meeting.

a. No S.O.P. revision shall take effect until after it has been read into the record and documented in the official meeting minutes of the Trusteeship. Following such presentation, the Trusteeship shall make the revised S.O.P. available for property owner review within five (5) days following said meeting and shall keep a copy on file at both the Office and the Gate House.

b. In the event of a state, federal, or local regulatory requirement mandating an immediate procedural change, the Trusteeship may adopt a temporary revision solely for compliance purposes, provided such action is disclosed and read into the record at the next duly called regular or special meeting, and shall automatically expire unless ratified at that meeting.

3) This Article supplements Article XXII and supersedes any conflicting provisions granting unilateral authority to introduce, modify, or increase any monetary obligation of property owners to the Board of Trustees, except where such changes are undertaken in full accordance with the procedures and requirements set forth within this Article.

a. Any modification or revision to the S.O.P. that results in either:

- i. a cumulative increase of more than fifty percent (50%) in any existing cost assessed to property owners; or
- ii. a new increase of ten dollars (\$10.00) or more per affected owner entity per fiscal year, per fee category shall not take effect unless first approved by property owners in accordance with the provisions of Article X, Article XXXI, and Article XXXV of this Indenture.

b. Such approval shall require a two-thirds (2/3) majority vote of the eligible property owners.

c. Notice of the proposed change, including its financial impact, shall be provided to all property owners at least thirty (30) days in advance of said meeting, in the manner prescribed under Article X.

d. This notice shall include a comparison of current versus proposed rates, the projected dollar amount per owner entity, the proposed budget allocation, and the proposed modified budget following implementation.

*[This amendment formalizes how changes to the Woodland Lakes Trusteeship's Standard Operating Procedures are reviewed, recorded, and approved (when financially significant) by property owners. It ensures transparency, prevents sudden cost increases without owner input, and requires that all changes are documented in public record.]*

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Proposed by: Kristin Harris

**New Article  
Government Agency Reports  
4/11/2026**

The Trusteeship shall notify property owners whenever formal communication, citation, report, investigation, or correspondence

is received from any government agency or regulatory authority pertaining to Woodland Lakes Trusteeship or its managed assets.

1. Notification to property owners shall be published in all of the following locations:

- a. on the Woodland Lakes Trusteeship-managed website within fifteen (15) days of receipt;
- b. in the next official newsletter as provided under Article X; and
- c. in the meeting minutes of the next duly called meeting.

2. Each publication shall include:

- a. All documentation as provided by the governing agency;
- b. Any applied fines, corrective actions, or orders; and
- c. The steps being taken by the Trusteeship to address the issue.

3. As material new information becomes available, the Trusteeship shall issue an update within seventy-two (72) hours. Each update shall be published in the same locations set forth in Section 1 and shall include the information described in Section 2, as applicable.

4. The complete documentation shall also be made available to property owners for review upon request.

5. If a law, court order, or agency instruction limits disclosure, the Trusteeship shall provide the maximum summary permissible and note any required redactions consistent with applicable Missouri law and legal counsel's recommendations.

*[This amendment requires the Trusteeship to promptly notify owners whenever Woodland Lakes receives any communication or report from a government or regulatory agency. It ensures that important information such as inspections, fines, or investigations is shared consistently with all owners.]*

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Proposed by: Kristin Harris

**New Article  
Long Range Planning Committee  
4/11/2026**

1. The Long Range Planning Committee (LRPC) shall serve as an advisory body to the Woodland Lakes Trusteeship, responsible for developing and maintaining a comprehensive plan that supports the long-term stability, sustainability, and improvement of Woodland Lakes Trusteeship infrastructure, finances, and community operations.

2. The Trusteeship shall maintain an active Long Range Planning Committee at all times.

a. The Committee shall consist of a minimum of five (5) and a maximum of twenty-five (25) property owners in good standing who shall serve as voting members of the Committee, and at least one (1) non-voting Trustee liaison.

b. The Committee shall be organized with the following officer roles, elected by simple majority vote of the Committee members at its first meeting following selection:

- i. Chairperson: responsible for facilitating meetings and ensuring the Committee's adherence to scope and reporting requirements;
- ii. Vice Chairperson: serves in the Chairperson's absence and assists with coordination of Committee activities;
- iii. Finance and Strategy Coordinator: responsible for evaluating financial feasibility, budget alignment, and funding strategy in coordination with the Trusteeship's financial oversight requirements; and
- iv. Secretary: responsible for maintaining records, minutes, and distributing materials.

c. The Committee shall ensure that all officer roles remain filled; if an officer resigns or becomes inactive:

- i. A replacement shall be elected by majority vote at the next scheduled committee meeting; and
- ii. If the Committee is inactive or unable to meet for two (2) consecutive meetings, the Trusteeship shall notify the ownership and initiate a new application and selection process within thirty (30) days.

d. Members shall be selected during a random drawing process, comprised of all qualified applicants, ensuring impartiality and equal opportunity:

- i. If there are fewer than five (5) active committee members at the time of selection, the Trusteeship shall conduct the random drawing publicly during the next

- available Trustee Meeting, Property Owners Meeting, or Special Election and shall be recorded in the official meeting minutes; or
- ii. If there are five (5) or more active committee members, the existing LRPC shall conduct the random drawing publicly during a scheduled LRPC meeting, witnessed by at least one (1) Trustee and recorded in the Committee meeting minutes.
  - e. Each member shall serve a one (1) year term.
3. The Long Range Planning Committee shall:
- a. Identify and evaluate long-term community development needs including, but not limited to, infrastructure, operational, capital improvement, financial, and technology needs;
  - b. Recommend priority projects and funding strategies to the Trusteeship for consideration;
  - c. Prepare and align long-range plans with the Trusteeship's overall financial strategy as defined in the approved annual budget;
  - d. Support the Trusteeship in long-range budget forecasting, annual budget preparation, S.O.P. modifications, and Indenture amendment planning;
  - e. Maintain supporting documentation, research, and projections as part of the Trusteeship's official records; and
  - f. Provide written quarterly updates to the Trusteeship and present a comprehensive summary at each April and October Property Owners Meeting.
4. The Committee shall meet quarterly, or more frequently as necessary to fulfill its duties.
- a. Minutes shall be recorded, retained, and made available for property owner review upon request.
  - b. All recommendations or proposed initiatives requiring Trustee action shall be submitted in writing and entered into the record at the next duly called Trustee or Property Owners Meeting.
  - c. The Committee may form subcommittees to research or evaluate specific topics and must report all findings and proposals back to the full committee for vote prior to presentation to the Trusteeship.
5. The Committee's activities shall be guided by the Trusteeship's policies and procedures as outlined in the Long Range Planning Committee Standard Operating Procedure (S.O.P.)
- a. In the event of conflict between any S.O.P. and this Indenture, the Indenture shall prevail.
  - b. Recommendations from the LRPC that result in new or increased owner costs shall follow the notice, disclosure, and voting requirements set forth within this Indenture.
  - c. The Trusteeship shall provide administrative support and reasonable access to relevant financial and infrastructure data necessary for committee members to fulfill their duties.
6. The Long Range Planning Committee shall adopt and maintain a Code of Conduct outlining behavioral, ethical, and procedural expectations of its members.
- a. The Code of Conduct shall include, at a minimum:
    - i. Standards of respectful communication and collaboration;
    - ii. Prohibition of harassment, discrimination, or conduct detrimental to the Committee's purpose;
    - iii. Requirements for confidentiality in accordance with any signed NDA or confidentiality agreement;
    - iv. Conflict of interest disclosure and recusal procedures; and
    - v. Commitment to transparency, objectivity, and integrity in all committee deliberations and recommendations.
  - b. The Code of Conduct shall be documented within the Committee's S.O.P. and reviewed annually by the Committee and readopted or amended by majority vote of the active committee members.
  - c. Any violation of the Code of Conduct shall be subject to disciplinary review and potential removal in accordance with Section 9.
    - i. Allegations of Code of Conduct violations or misconduct shall be submitted in writing to the Committee Chairperson or, if involving the Chairperson, to the Vice Chairperson.
    - ii. The Chairperson (or Vice Chairperson, as applicable) shall call a disciplinary review meeting, including all

- voting committee members, within fifteen (15) days of receiving the complaint, not including holidays.
  - iii. The disciplinary review meeting shall follow the process outlined in the Committee's S.O.P.
  - iv. The results and outcome of the disciplinary review, including the decision and rationale, shall be documented in the Committee meeting minutes and submitted to the Trusteeship for record retention.
  - v. The Trusteeship shall have no authority to alter or overturn the outcome of an internal disciplinary review.
7. The Trusteeship shall have no authority to remove any voting member of the Long Range Planning Committee, except in cases of verified ineligibility as defined in Section 4 or resignation submitted in writing by the member and entered into the Committee's official record.
- a. Committee members may be removed only by a two-thirds (2/3) majority vote of the active Long Range Planning Committee members, and only for substantiated violation of the Committee Code of Conduct as outlined in the Committee's S.O.P.
  - b. Any vote to remove a member shall be recorded in the Committee's meeting minutes, and notice of removal shall be reported to the Trusteeship for official record retention.
8. The Trusteeship shall not dissolve or suspend the Long Range Planning Committee without a two-thirds (2/3) majority vote of the ownership body present at a duly called Property Owners Meeting or Special Election.

*[Establishes a permanent Long Range Planning Committee (LRPC) to advise the Trusteeship on the long-term stability, sustainability, and improvement of Woodland Lakes infrastructure, finances, and community operations.]*  
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Proposed by: Kristin Harris

**NEW ARTICLE**  
**Contract Legal Review**  
 4/11/2026

1. Prior to submitting any motion to enter into a contract, master service agreement, scope of work, memorandum of understanding, or any other legally binding agreement with an external company, vendor, or organization, the Trusteeship shall obtain a formal legal review of the agreement from a licensed attorney or law firm engaged under an active service agreement with the Trusteeship.
2. The legal review shall identify potential redline edits, compliance risks, indemnification issues, and any provisions inconsistent with Missouri law, the Woodland Lakes Trust Indenture, and related governing documents.
3. Following completion of the initial review, any revisions or negotiated changes to the agreement shall be resubmitted to the reviewing counsel for confirmation. The reviewing counsel must issue written approval of the final version, including any edits or amendments, prior to trustee vote, signature, or execution of the agreement.
4. A copy of the attorney's final approved version shall be included in the Trusteeship's official records, made available to owners upon request, and referenced in the meeting minutes at the next duly called meeting of the Trusteeship.
5. Trustees shall not introduce or vote on any motion pertaining to such agreement until legal review and written approval have been received and distributed to all acting Trustees.
6. No agreement shall be signed or deemed binding upon the Woodland Lakes Trusteeship until the requirements of this Article have been fulfilled in their entirety.
7. This Article shall not apply to property ownership matters including deeds, quitclaim deeds, or contracts for deed executed with or between private parties.

*[This amendment establishes a mandatory process for legal review and approval of all contracts, master service agreements, and memorandums of understanding entered into by the Woodland Lakes Trusteeship. It ensures that every agreement is vetted by a licensed attorney before being voted on or signed, protecting the community from legal, financial, and compliance risks.]*  
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Proposed by: Kristin Harris

ARTICLE XXXV  
Amended 4/9/2011, 4/15/2023, 4/11/2026

1. Voting Procedure: The following procedure will be used in the election of Trustees as well as voting on amendments to **for all voting conducted under the Trust Indenture, and any matter submitted to property owners.** There shall be one vote per lot up to a maximum of five (5) votes per entity, which may be cast in person or by absentee ballot **in accordance with the procedures established in this Article. Absentee ballots shall be counted with the same force and effect as ballots cast in person.** An entity is an owner, or group of owners, of lots titled exactly on all lots owned by that/those individual(s). There will be one ballot issued with the appropriate number of lots marked for counting purposes. The owners of said lots will decide amongst themselves how to vote the ballot. When an owner is named in more than one entity, the owners of said lot(s), will decide amongst themselves who will receive the ballot. Any one of the said owners may cast the ballot, even if they are holding a ballot from another entity. Any person shall be considered as an owner entitled to vote for any purpose provided for in this indenture provided said person is the owner by fee simple title, warranty deed, or quit claim deed; and provided that said person shall have fully paid all assessments and charges which may be lawfully made by or under authority of the indenture or have entered into a payment plan agreement with the Trusteeship. **No vote of the ownership may be conducted using any method not authorized in this Article. Nothing in this Article shall be interpreted to alter quorum requirements, which remain defined solely in Article I.**

*[This amendment updates Article XXXV to ensure one unified voting procedure applies to all votes conducted under the Trust Indenture. It guarantees that absentee ballots are treated the same as in-person ballots while leaving all quorum and voting thresholds unchanged.]*

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